Words not to say at work

We all know to be mindful of what we say in the workplace, but what about *how* we say it? Can the way we verbalise our thoughts affect our careers?

Here are some words you might want to remove from your day-to-day vocabulary:

Try
Example: *"I'll try to finish that report."*
To 'try' is to prepare equally for failure as well as success. The uncertainty of such a statement does not imply you have much confidence in your abilities, so focus on the task at hand and process the results when you get them.

Wish
Example: *"I wish I was in the Bahamas right now."*
Have you ever walked into the office on a Monday morning to hear your colleagues say how they wish it were the weekend again? This kind of statement not only makes your boss think you don't want to be there but also brings everyone else down.

Think
Example: *"I think it looks good."*
Be bold – stand by your opinions and put a little more conviction in your statements. You either know or don't know, like or don't like, want or don't want. Everyone knows that what you say is something you have thought about.

Literally/Actually/Honestly/Really/Like
Example: *"I really honestly just actually finished that. Like, literally."*
Filler words like these don't provide anything to a statement. Often annoying and used incorrectly, they only serve to waste time and weaken the point you're trying to make. Let your words speak for themselves.

Sorry
Example: *"Sorry, can I have a word?"*
Do you apologise a lot? Have you ever asked yourself why you're apologising? Don't jump to the word so quickly, especially as you may accidentally say sorry for something you don't want to take the blame for!

Always/Never
Example: *"I'll never be able to do that, but I'll always have time for this."*
It's important to be assertive but never cut off opportunities with absolutes. You never know what will happen!